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MEMORANDUM FOR: Deputy Director for Intelligence
Deputy Director for Plans
Deputy Director for Support
Deputy Director for Science and Technology
General Counsel
Inspector General
Director of National Estimates
Legislative Counsel

SUBJECT : Creation of the CIA Records Management Board

1. At the 11 July meeting of the Deputies, we agreed to reduce the volume of retired office records, provide additional attention to the Records Program, and to establish a Records Management Board with a representative from each Directorate and the Office of the Director.

2. The CIA Records Management Board is hereby established. The following is a list of the senior Records Administration Officers designated to make up the Board:

CHAIRMAN --
O/DCI --
DDP --
DDI --
DDS --
DDS&T --

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3. The Board is responsible to inquire into the Agency's paper-work problems, seek solutions, and coordinate proposed alternatives. The Board will conduct studies, report on new records concepts, develop modern indexing, storage, and retrieval systems, and recommend improved techniques to manage the creation, maintenance, and disposition of Agency records. The Board will be convened and chaired by the CIA Records Administration Officer. He will develop the Agenda and provide the Executive Secretary. The Board will undertake as its first order of business a reduction in the volume of retired office records at the Agency Records Center. To assist in this purge each Directorate and Head of Independent Office will appoint an Officer with authority to review the records stored at the Center in order to dispose of all unnecessary materials and to adopt procedural and technological improvements to reduce the volume.

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4. To assist the Board and to carry out the Records Program responsibilities in the components, the Deputies and Heads of Independent Offices will direct each immediately subordinate Staff, Office, and Division to designate at least one individual whose primary function will be to serve as the Records Management Officer for that Component.

5. The Board will report to me in 30 days on its plan of action and will submit progress reports quarterly thereafter.

L. K. White
Executive Director-Comptroller

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